



George C. Marshall Space Flight Center  
Marshall Space Flight Center, Alabama 35812

**CD10-OWI-013**  
**BASELINE**  
**EFFECTIVE DATE: 9/30/99**

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# **HUMAN RESOURCES DEPARTMENT**

## **CD10**

# **SENIOR EXECUTIVE SERVICE STAFFING PROCESS**

## **BASELINE**

**CHECK THE MASTER LIST—  
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

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## DOCUMENT HISTORY LOG

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Baseline		09/30/99	Revised Format
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Approved: Original Signed by Victoria J. Crawford for:  
9/30/99

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## Senior Executive Service Staffing Process

### 1. PURPOSE

This Organizational Work Instruction (OWI) describes and documents the process by which the Human Resources Department staffs SES vacancies.

### 2. APPLICABILITY

This instruction is applicable to all SES vacancies at Marshall Space Flight Center.

### 3. APPLICABLE DOCUMENTS:

- NPG 3100 Management of the Senior Executive Service  
(<http://nodis.hq.nasa.gov/library/directive>)
- NPG 3317 Senior Executive Service Career Appointee Merit Staffing in NASA  
(<http://nodis.hq.nasa.gov/library/directive>)
- Office of Personnel Management, Senior Executive Service Desk Guide, Working Draft
- 5 CFR, Part 317 (<http://www.acess.gpo.gov/nara/ctr/ctr.table-search-html>)
- \*Title 5 United States Code 3131
- 5 CFR, Part 214, Subpart D (<http://www.acess.gpo.gov/nara/ctr/ctr.table-search-html>)
- \*Title 5, United States Code (U.S.C.), 3392(a)
- \*Title 5, U.S.C. 3393(b through e)
- \*Title 5 U.S.C. 3132(b)
- Executive Information System WEB Manual
- \*(<http://Uscode.house.gov/usc.htm>)

### 4. DEFINITIONS AND ACRONYMS

**Senior Executive Service (SES)** – A personnel system separate from the competitive and excepted services. SES executives serve under the President's top appointed officials, such as heads of departments and agencies, who occupy Executive Levels I through V. At NASA, SES incumbents are appointed by the Administrator and are above GS/GM 15.

**Executive Position Manager (EMP)** - Are officials-in-charge of Headquarters Offices (OIC's) and Center Directors and they manage the NASA executive resource system within their organizational jurisdiction. EMP's implement SES management policy and processes in their organization, including the following: SES performance appraisals, SES recertification, Presidential Rank and bonus nominations, incentive awards, compensation, executive resources and development planning, and identification of potential successor candidates. AT MSFC this authority rests with the Center Director.

**Executive Resource Panel (ERP)** - A Panel comprised of three or more career SES employees. ERP's identify qualified candidates for vacant SES career positions when recruiting outside the SES. ERP's may be appointed to serve a fixed term or to assist the EPM with a specific staffing action. The ERP may include or be composed of employees outside of the EPM's organization, including members from other agencies.

## **5. INSTRUCTIONS**

Guidelines established in the referenced "Applicable Documents" (above) will be adhered to in all matters related to merit staffing of SES positions. The Human Resources Department is responsible for assuring that merit principles are followed in the staffing of SES positions and are in accordance with NASA and civil service policies and regulations; advising Center Director on status of SES positions; preparing applicable documents to: establish and/or announce SES vacancies; preparing applicable documents to reassign or make other changes affecting existing positions or incumbents; determining basic eligibility of SES applicants; and maintaining and disposing of applicable records.

Upon notification from the EPM, the Human Resources Department prepares appropriate documents in accordance with applicable instructions and forwarded through the Manager, Human Resources Department; Director, Customer and Employee Relations Directorate; and the Center Director before forwarding to NASA Headquarters for approval. In addition to actions specified in the applicable documents listed above, CD10 takes actions in the following order when a new position is to be established:

### **ESTABLISHING NEW SES POSITION**

Prepare position description, qualification requirements, vacancy announcement, and NASA Form 1669.

Forward package through Director, Human Resources Department to Director, Customer and Employee Relations Directorate to Center Director for approval.

Upon Center Director's approval, forward package to Code M/NASA Headquarters.

Consults with Center management on length of open period and area of consideration.

When Headquarters approves position to be announced, work with Code FPE to establish open/close dates. (FPE uploads vacancy announcement on OPM bulletin board). Verifies that vacancy announcement is uploaded and available on OPM web-site.

Distribute vacancy announcement to appropriate recruitment sources. As a minimum, vacancy announcement is to be made available to other NASA Centers and on MSFC Home Page.

When announcement closes, CD10 determines basic eligibility of each applicant, prepares applicant roster, and prepares ERP books.

After ERP meets, interviews and recommends a candidate, CD10 prepares final documentation in accordance with applicable instructions for requesting approval of the candidate by the NASA Administrator and the Office of Personnel Management (OPM).

CD10 notifies CD01 when OPM approves candidate's appointment.

Processes appointment action in accordance with OPM Handbook for Processing Personnel Actions.

Enters data into OPM's Electronic Information System (EIS) in accordance with EIS Web Manual.

## **6. NOTES**

Official records are maintained in CD01.

## **7. SAFETY PRECAUTIONS AND WARNING NOTES**

NONE

## **8. APPENDICES, DATA, REPORTS, AND FORMS**

**NASA FORM 1669**

## **9. RECORDS**

Records are maintained within the Customer and Employee Relations Directorate and are established, maintained, and disposed of in accordance with SES records disposition schedules contained in NPG 3317.

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## 10. TOOLS, EQUIPMENT, AND MATERIALS

NONE

## 11. PERSONNEL TRAINING AND CERTIFICATION

NONE

## 12. FLOW DIAGRAM

NONE